CIA RECORDS MANAGEMENT BOARD

<u>ROUNDTABLE DISCUSSION PARAMETERS</u>

<u>TYPES OF FILES FOR MICROFILMING</u>

<u>CONDITIONS OF FILE</u>:

    A. Very Good Filming Condition
        (Good contrast, new documents, no fasteners, minimum
        of file preparation or handling)

    B. Average Document File
        (Generally good condition with about half requiring
        preparation actions.)

    C. Poor File for Filming
        (Poor carbons, variety of paper colors, textures and
        conditions, most fastened.)

<u>TYPES OF FILES</u>:

    1. Administrative Files   (8 x 10 1/2 to 10 x 14)
        (Correspondence, Chronos, reports, studies, etc.)

    2. Case Files (4 x 8, 8 x 10, 10 x 14 and some odd sizes)
        (Personnel, 201, Projects, Medical, Security, cases, etc.)

    3. Reference Material (8 x 10 to 10 x 14 with some odd sizes)
        (Papers, catalogs, pamphlets, maps, photos, drawings, etc)

    4. Indexes (3 x 5, 4 x 8, and tab card)
        a. Card Stock, typed, one side
        b. Handwritten, half with notes on both sides
        c. More than half on two sides with one fourth stapled

<u>MICROFORM PARAMETERS TO BE SETTLED PRIOR TO DISCUSSION</u>

<u>CARTRIDGES AND CASSETTES</u>
    Average about half that of a reel

<u>ROLL MICROFILM</u>
    Average of 2,000 or 3,000 Document images or 10,000 card
    images per 100 ft. reel
    Double for High Density thin film.

<u>MICROJACKETS</u>
    Tab size or 4 x 6 inch size

MICROFICHE

Tab   Tab card size
Standard 4 x 6 with 60 images, 20 to 1.
DOD 4 x 6 with 98 images 24 to 1
Superfiche 4 x 6 with 3,200 images
Ultrafiche 4 x 6 with 5/10,000 images

APERTURE CARDS

Tab size with one, 6, or 8 images

COM

Film
Fiche
Applications Today and Future

DISCUSSION NOTE:

A participant has requested that we distinguish clearly
between microform procedures involving ACTIVE FILES which
require up dating and INACTIVE FILES which are closed and
will have reference activity but will not be up dated unless
reactivated.